

Governance Implementation and Migration Planning Team

The Governance Implementation and Planning team held their first session Tuesday December 7th.

Team members include:

Name	Department		Email
Wes Hunsberger	DAS-ITE	Chair	Wes.Hunsberger@iowa.gov
Sandra Glenn	ITC		
Duane Jamison	Dept of Defense		
Rich Jacobs	IDR		
Jane Barto	IWD		
Dale Anthony	DPH		
Christian Gurney	ITC		
Nancy Richardson	DOT		
Dave Heuton	DPS		
Greg Wright	Veterans Home		
Keith Greiner	College Student Aid		
Timothy Lapointe	ITC	Not present	
John Gillispie	DAS-ITE/ICN		
Mark Peterson	Coeur Group	Facilitator	
Kevin Williams	Coeur Group	Facilitator	

The team reviewed the final status of the EIP assessment and the resulting focus by the Governor on moving toward development of the “Service Provider” model for the statewide information technology organization. Additionally, the team focused on developing one of eight project plans for submission to the Governor by January 11th.

The Mission of the Governance Implementation & Migration Planning Team was constructed and is as follows:

The Technology Governance Implementation & Migration team will provide a design, and an implementation plan for the establishment of the Technology Governance Board for approval by the Governor. The implementation plan will enable development of a Technology Governance Board, and key processes that will evaluate and prioritize statewide IT spending and project requests.

Governance Impl. & Migration Planning Team Meetings

<u>December 7</u>	<u>December 14</u>	<u>December 20</u>	<u>January 10</u>
Project Initiation Workshop	Analyze strengths and weaknesses.	Develop risk assessment.	Redline the final document.
Develop Team Mission	Develop implementation timeline.	Identify cultural considerations.	
Identify Key Activities		Define implementation cost elements.	

The team is responsible for developing the final report in the above schedule. The redline review of the team's report will be the activity of the January 10th session.

Key Activities

1. Who is on the Board?
 2. What is their authority level?
 3. What are the policies & procedures for how the Board operates?
 4. How to make sure that project evaluation happens efficiently?
 5. Define the attributes of the Board members.
 6. What legal changes need to take place?
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Who is on the Board?

- Determine the size of the Board, number of members.
- Determine composition of the Board, the attributes of the members. Consider members from both inside and outside of State government.
- Define the term of the members.
- Develop a selection process for Board members.
- Identify/confirm the Board's Chairperson

What is the Board's authority level?

- Identify the scope of authority for the Board
 - Document the decisions that have already been made as to the groups governed by the Board
 - Propose remaining decisions to be made
- Determine whether the Board's decisions are "final" or "recommended", and provide a proposal to this effect for the Governor to approve.

What are the policies & procedures for how the Board operates?

- Determine the level of interaction/alignment with the agency budget process.
- Develop an appeals process for decisions made by the Governance Board.

Project evaluation (“How to make sure that project evaluation happens efficiently?”)

- Develop performance-based metrics that will measure the project evaluation process.
- Develop transparent processes.

Define the attributes of the Board members.

[this topic incorporated into topic #1]

Statutory requirements (“What legal changes need to take place?”)

- Determine any statutory requirements that are required.
- Develop a strategy for interfacing with the Legislature.
- Develop an appeals process for decisions made by the Governance Board.